_ D 35-850-1

DEPARTMENT OF GENERAL SERVICES Records Management Division

SUPERSEDES SCHEDULE 1088

1473 SCHEDULE HO. 1473

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RECORDS RETENTION AND DISPOSAL SCHEDULE

STATE UNIVERSITIES AND COLLEGES FROSTBURG STATE COLLEGE

ADMISSIONS

	AGENCY	DIVISION
ltem No.	Description	Retention
1.	Student Records - Freshmen Incompletes/Cancels Students who have applied as entering freshmen and have missing items necessary for admission, etc. SAT scores, high school transcript. Eventually they are cancelled.	Retain for two years or until all audit requiremen have been fulfilled; then destroy.
2.	Student Records - Freshmen Admitted/Cancels	
	Students who have been accepted and never paid advance deposit. Eventually they are cancelled.	Retain for two years or until all audit requirement have been fulfilled; then destroy.
3.	Student Records - Freshmen Denials	
	Students who do not meet admission standards are classified as denials.	Retain for two years or until all audit requireme have been fulfilled; then destroy.
4.	Student Records - Transfer Incompletes/Cancels	
	Students who have applied for transfer admissions and have missing items necessary for admission, etc. official transcripts. Eventually they are cancelled.	Retain for two years or until all audit requirement have been fulfilled; then destroy.
5.	Student Records - Transfer Paid Deposit/Cancels	
	Students who are admitted and paid \$100.00 acceptance fee and never registered for class. Eventually they are cancelled.	Retain for two years or until all audit requirem have been fulfilled; the destroy.

Schedule Approved by Department, Agency, or Division Representative Schedule Authorized by Hall of Records Commission

Assoc. Vice Pres.
For Admin. and
Computing Services

Store Archivili

NO. 1473

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ltem No.	Description	Retention
6.	Student Records - Transfer Admitted/Cancels	-:
	deposit. Eventually they are cancelled.	Retain for two years or until all audit requirements have been fulfilled then destroy.
7.	Student Records - Freshmen Paid Deposit/Cancels	
	Students who paid advance deposit and then never registered for class. Eventually they are cancelled.	Retain for two years or until all audit requirements have been fulfilled; then destroy.
8.	Student Records - Transfer Denials	
	Students who do not meet admission standards are classified as denials.	Retain for two years or until all audit requirements have been fulfilled; then destroy.
9.	Student Records - Part-Time /Cancels	
<i>t</i> -	Student folders on non-matriculated part-time students. Inactive folders are eventually cancelled.	Retain for two years or until all audit requirements have been fulfilled; then destroy
. 10.	Student Records - Special Students/Cancels	
	Folders on students who have Bachelor Degrees or are enrolled for only a few courses and are not seeking a degree. Inactive folders are eventually cancelled.	Retain for two years or unti all audit requirements have been fulfilled, then destroy
. 11	Student Records - Re-entries/Cancels Folders on students who have previously attended FSU and come back to finish college education. Inactive folders are eventually cancelled.	Retain for two years or untall audit requirements have been fulfilled; then destro
12	Student Records - Graduate Students/Cancels Folders on students who attend FSU for graduate credits Inactive folders are eventually cancelled.	Retain for two years or unt all audit requirements have been fulfilled; then destro
1		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY PAGE 1 OF 12
FARTMENT/AGENCY ONIVERSITY OF MARYLAND SYSTEM	2. DIVISION	TATE UNIVERSITY	1. UNIT Admissions
DEFINITION-MECOND SERIES.	OF RELATED RECORDS		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancell	1. EARLIEST YEAR/LATEST YEAR 1989 TO 1990		
6. RECORD SERIES DESCRIPTION (BRI	KFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERVES
All freshmen folders who were o	ancelled after ap	oplying or because	se of being incomplete.
	·		·
7. RECORD SERIES FORMAT(S)	a. RECORD SERIES	SEQUENCE	9. VOLUME
X LETTER SIZE D MICROFILM	XX ALPHARETICAL		M file drawer(s) D microfilm reel(s)
□ LEGAL SIZE □ COMPUTER TAPE	O NUMERICAL		1/2 COMPUTER TAPE(S)
OUND BOOK D FLOPPY DISK	□ CHRONOLOGI	CAL,	NUMBER D OTHER(SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	AL.	10. ANNUAL ACCUMULATION
O OTHER(SPECIFY)	OTHER(SPEC	(IFY)	XX FILE DRAWER(S) 1/2 DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED XX DAILY	D MONTHLY	^	S INACTIVE AFTER MONTH(S) WEAR(S)
Room 228, Hitchins (Admission			ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS DYES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IP		18. RECOMMENDE	D RETENTION
BRIEFLY AND DESCRIBE ANY M	RUMARE/ BOFTWARE		2 years or until all audit
MYES INO	require destro		ts have been fulfilled; then
On Vax computer.		_	
NAME AND TITLE OF PREPARER	20. TELEPHONE N	(UMBER	21. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43	05	10/6/92
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD			AGENCY RECORDS INVENTORY
#ITH RECORDS RETENTION SCHEDULE (DGS 850-1)			PAGE 2 OF 12
EPARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM			Admissions
			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancelled Freshmen Who Were Admi			8. EARLIEST YEAR/LATEST YEAR 1989 to 1990
6. RECORD SERIES DESCRIPTION ("IN	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES]
All freshmen folders who were advance deposit.	cancelled after 1	being admitted or	because of not paying the
•			
	·		
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM	8. RECORD SERIES		9. VOLUME XX FILE DRAWER(S) D MICROFILM REEL(S)
	XX ALPHABETIC	CAL.	
LEGAL SIZE COMPUTER TAPE	C NUMERICAL		1/2 COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOGI		OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	- 	10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/2 MICROFILM REEL(S)
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	
		•	RUNGER COMPUTER TAPE(S)
11. FILE IS USED	1	12. 51.5 5500	S INACTIVE AFTER
XX DAILY D WEEKLY	□ MONTHLY	2 🗖	MONTH(S) YEAR(S)
Room 228, Hitchins (Admission	-	L.	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPE	s XXNO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	110N(S)		ate o federal o independent
17. IS AN INDEX SYSTEM USED? (IP			D RETENTION
BRIEFLY AND DESCRIBE ANY H	(RDBARE/SOFTBARE)		
XX yes D No On Vax computer.			2 years or until all audit ts have been fulfilled; then
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE (4
Rhonda DiUbaldo, Off.Sup.II	301-689-43	305	10/6/92
DGS 550-4 (REVISED 2/87)	ÌĖ	ia. 7	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 180-1)	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BC JESSUP, MARY	ENT DIVISION RLCO ROAD	AGENCY RECORDS INVENTORY PAGE 3 or 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM		STATE UNIVERSITY	
DEFINITION-RECORD SERIES -A GROUP	OF RELATED RECORD IK AS WELL AS NETS	S NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Denied	•		8. EARLIEST YEAR/LATEST YEAR 1989 TO 1990
All freshmen folders of studen as denials.	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES XX ALPHABETIC		2 1/2 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG		OTHER SPECIFY) 10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	::IFY)	XX FILE DRAWER(S) 2 1 /2 "MICROFILM REEL(S) NUMBER "COMPUTER TAPE(S) . "OTHER/SPECIEY)
11. FILE IS USED XX DAILY	□ MONTHLY	, .	S INACTIVE AFTER MONTH(S) A YEAR(B)
Room 228, Hitchins (Admission		-	ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS THE YES, CITE LAW(S) & REGULAT	5 XX NO F10N(s)	16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) XXV YES O NO On Vax computer.		Retain fo	r 2 years or until all audit nts have been fulfilled; then
13. NAME AND TITLE OF PREPARER Rhonda DiUbaldo, Off.Sup.II	20. TELEPHONE 1 301-689-43		21. DATE 10/6/92
DGS 550-4 (REVISED 2/87)	í F	ia. 7	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF CE RECORDS MANAGEM 7278 WATER P.O. BO JESSLIP, MARY	ENT DIAISION	PAGE 4 of 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION		3. UNIT Admissions
DEFINITION-RECORD BERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancell	ed Transfers who	Applied	5. EARLIEST YEAR/LATEST YEAR 1989 TO 1990
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
All transfer folders who were	cancelled after a	applying or becar	use of being incomplete.
			•
7. RECORD SERIES FORMAT(S)	6. RECORD SERIES	S SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	XX ALPHABETIC	:AL	XX FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	O NUMERICAL		☐ MICROFILM REEL(S) 1/4 ☐ COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/4
11. FILE IS USED XX DAILY DEEKLY	D MONTHLY	_	ES INACTIVE AFTER MONTH(S) YEAR(S)
Room 228, Hitchins (Admission		•	ERIES DUPLICATED ELSEWHERE! PECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS DYES	5 XI NO 710N(B)	16. AUDIT REQUI	REMENTS 'ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EX:PLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) XD YES D NO On Vax computer.		Retain fo	or 2 years or until all audit ents have been fulfilled; then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43	05	10/6/92
DGS 550-4 (REVISED 2/87)	; Fi	.g. 7	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARIMENT OF GE RECORDS MANAGEN 7278 WATER P.O. BC JESSUP, MARY	SENT DIVISION	PAGE 5 OF 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG	STATE UNIVERSITY	a. UNIT Admissions
DEFINITION-MICORD SERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancell	ed Transfers who	Paid Adv.Deposi	5. EARLIEST YEAR/LATEST YEAR 1989 to 1990
6. RECORD SERIES DESCRIPTION THE	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES
All transfer folders who were	7	•	•
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
XX LETTER SIZE " MICROFILM	XX ALPHABETICAL		XX FILE DRAWER(S) MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		1/4 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		HUMBER OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE OTHER(SPECIFY)			10. ANNUAL ACCUMULATION FILE DRAWER(S) 1 /4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
XX DAILY D WEEKLY	D MONTHLY		S INACTIVE AFTER MONTH(S) ** YEAR(S)
Room 228, Hitchins (Admission		14. IS RECORD S	ERIES DUPLICATED ELSEWHERET ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS	5 XX NO FION(S)	16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDER**
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU XXD YES D NO	the second secon	Retain fo requireme	r 2 years or until all audit nts have been fulfilled; then
On Vax computer.		destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	Z1. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43	305	10/6/92
DGS 550-4 (REVISED 2/87) Fig. 7			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE [DGS 880-1]	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BC JESSUP, MARY	ENT DIVIDING	PAGE 6 OF 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG	STATE UNIVERSITY	3. UNIT Admissions
DELINITION-WECOURD REWIES.	OF RELATED RECORD SE AS BELL AS RETS		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancel			5. EARLIEST YEAR/LATEST YEAR 1989 to 1990
6. RECORD SERIES DESCRIPTION (IN	IEFLY DESCRIBE THE THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
All transfer folders who were advance deposit.	cancelled after	being admitted o	r because of not paying the
			<u> </u>
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM	8. RECORD SERIES		2. VOLUME XX FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	1		□ MICROFILM REEL(S
D BOUND BOOK D FLOPPY DISK	O NUMERICAL		1/2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)
D AUDIO TAPE D VIDEO TAPE	CHRONOLOG		
O OTHER(SPECIFY)	© GEOGRAPHICAL © OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) 1/2 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIEY)
11. FILE IS USED XX DAILY D WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) XX YEAR(S)
Room 228, Hitchins (Admission		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS DYES	5 XX NO TION(S)	16. AUDIT REQUI	REMENTS ATE 0 FEDERAL 0 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) XXV YES D NO On Vax computer.		Retain fo	r 2 years or until all audit nts have been fulfilled; then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43		10/6/92
DGS 550-4 (REVISED 2/87)	; F:	ia. 7	

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 180-1)	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	ENT DIVISION BLOOD ROAD	AGENCY RECORDS INVENTURY PAGE _7_ or 12_
. DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM		STATE UNIVERSITY	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	S HORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Cancel	•		S. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (IN	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES
All freshmen folders who were	cancelled after p	oaying advance de	posit or because of not enroll
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES XX ALPHABETIC U NUMERICAL		2. VOLUME XX FILE DRAWER(S) U MICROFILM REEL(S) 1/2 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)
D BOUND BOOK D FLOPPY DISK D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	GEOGRAPHIC GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION FILE DRAWER(S) 1/2 MICROFILM REEL(S) RUNDER COMPUTER TAPE(S)
11. FILE IS USED XX DAILY O WEEKLY	O MONTHLY		S INACTIVE AFTER MONTH(S) ACTIVE AFTER MONTH(S)
Room 228, Hitchins (Admission	_	ł	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS U YES	ZX NO	16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HAT AND YES D NO On Vax computer.		Retain fo	r 2 years or until all audit nts have been fulfilled; then
19. NAME AND TITLE OF PREPARER Rhonda DiUbaldo, Off.Sup.II	301-689-43		21. DATE 10/6/92
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM	ENT DIVISIO	WELFELF RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 380-1)	7278 WATER P.O. BO JESSUP, MARY	X 275	PAGE 8 OF 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG S	STATE UNIVERSITY	Admissions
DEFINITION-MICORD BERIES.	OF RELATED RECORD OF AS WELL AS RETE		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Admissions Records for Denied	Transfers		5. EARLIEST YEAR/LATEST YEAR 1989 TO 1990
6. RECORD SERIES DESCRIPTION ("IN	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
All transfer folders of studen denials.	ts who did not me	et admissions st	andards and are classified as
		•	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	ALPHABETICAL DIMERICAL		MX FILE DRAWER(S) O MICROFILM REEL(S) 1/4 O COMPUTER TAPE(S)
G LEGAL SIZE G COMPUTER TAPE			
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	CAL	OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	HY)	Tile DRAWER(S) 1 //. D MICROFILM REEL(S)
			1/4 D MICHOFILM REEL(S) RUMBER D COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED XX DAILY C WEEKLY	D MONTHLY		ES INACTIVE AFTER MONTH(S) XX YEAR(S)
Room 228, Hitchins (Admission	_		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
	s XX no	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	TION(B)	O NONE EXST	ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HO XXD YES D NO On Vax computer.		Retain fo	or 2 years or until all audit ents have been fulfilled; then
			·
18. NAME AND TITLE OF PREPARER	20. TELEPHONE		21. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43	305 	10/6/92
DGS 550-4 (REVISED 2/87)	Ė	ig. 7	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 180-1)	DEPARTMENT OF GENERAL BE RECORDS MANAGEMENT DIVISIONS 7278 WATERLOO HOAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 9 or 12	
. DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG S	STATE UNIVERSITY	3. UNIT Admissions	
DEFINITION - RECORD SERIES -	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Admissions Records for Inacti	4. RECORD SERIES TITLE Admissions Records for Inactive/Cancelled Part-time Students			
6. RECORD SERIES DESCRIPTION (BRI	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)	
All student folders who were cobeing inactive.	•			
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES XX ALPHABETIC UNUMERICAL CHRONOLOGI	:AL	2. VOLUME WX FILE DRAWER(S) D MICROFILM REEL(S) 1/4 D COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION	
O OTHER(SPECIFY)	OTHER(SPECIFY)		1/4 DRAWER(S) 1/4 D MICROFILM REEL(S) RUNNER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED XX DAILY O WEEKLY	□ MONTHLY	^	S INACTIVE AFTER MONTH(S) YEAR(S)	
Room 228, Hitchins (Admission)			ERIES DUPLICATED ELSEWHERE?	
	15. ACCESS RESTRICTIONS TYPES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		REMENTS ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) XXV YES O NO On Vax computer.		Retain for	r 2 years or until all audit nts have been fulfilled; them	
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER		NUMBER	21. DATE	
Rhonda DiUbaldo, Off.Sup.II	301-689-4305		10/6/92	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEP/RATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	P.O. BOX 278		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	(7.AND 20794	PAGE 10 of 12
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG STATE UNIVERSITY		Admissions
DEFINITION-RECORD SERIES.	OF RELATED RECORD CE AS RELL AS RETE		AND USED AS A UNIT FOR ITION PURPOSES .
4. RECORD SERIES TITLE Admissions Records for Inactiv	•	·	5. EARLIEST YEAR/LATEST YEAR 1989 to 1990
6. RECORD SERIES DESCRIPTION (SR	IEFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
All student folders who cance pursuing a degree or because	elled special stud of being inactive	dents taking non-	-degree courses and were not
	·,		
	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	XX ALPHABETICAL NUMERICAL		XX FILE DRAWER(S) D MICROFILM REEL(S) 1/4 D COMPUTER TAPE(S)
□ LEGAL SIZE □ COMPUTER TAPE			
BOUND BOOK OFLOPPY DISK	CHRONOLOGI	ICAL,	NUMBER OTHER(SPECIFY)
audio TAPE UVIDEO TAPE	□ GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	FILE DRAWER(S)
			1/4 D MICROFILM REEL(S) RUNNER D COMPUTER TAPE(S) D OTHER(SPECIEY)
11. FILE IS USED XX DAILY WEEKLY	D MONTHILY		es inactive after Month(s) XX YEAR(s)
Room 228, Hitchins (Admissi		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS - YE	s XX no	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	T10H(S)	D NONE KXST	TATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF		1	D RETENTION or 2 years or until all audit
XX YES D NO		requireme	ents have been fulfilled; then
On Vax computer.		destroy.	TREASON TO SEE
		<u> </u>	1
9. NAME AND TITLE OF PREPARER	20. TELEPHONE I		21. DATE
Rhonda DiUbaldo, Off.Sup.II	301-689-43	5UD 	10/6/92
DGS 550-4 (REVISED 2/87)	; F	ia. 7	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	EL DIAIEIGA	AGENCY RECORDS INVENTORY PAGE 11 or 12	
UNIVERSITY OF MARYLAND SYSTEM		STATE UNIVERSITY	Admissions	
DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.				
4. RECORD SERIES TITLE Admissions Records for Cancelled Re-entry Students			8. EARLIEST YEAR/LATEST YEAR 1989 to 1990	
6. RECORD SERIES DESCRIPTION (SRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
All student folders who were cancelled re-entry students who took courses at Frostburg State University before and then returned to FSU to finish a degree.				
		·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL INUMERICAL INUMERICAL		9. VOLUME	
XX LETTER SIZE D MICROFILM			XX FILE DRAWER(S) U MICROFILM REEL(S) 1/4 U COMPUTER TAPE(S) NUMBER U OTHER(SPECIFY)	
D LEGAL SIZE D COMPUTER TAPE				
BOUND BOOK D FLOPPY DISK				
AUDIO TAPE UVIDEO TAPE			10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)			D FILE DRAWER(S) 1/4 D MICROFILM REEL(S) RUNDER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED XX DAILY	□ MONTHLY	ł ^	S INACTIVE AFTER MONTH(S) YEAR(S)	
Room 228, Hitchins (Admissions)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) U YES XX NO		
15. ACCESS RESTRICTIONS TYES XX NO (IF YES, CITE LAB(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
		O NONE EXSTATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) XXV YES D NO On Vax computer.		Retain for 2 years or until all audit requirements have been fulfilled; then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	ZI. DATE	
Rhonda DiUbaldo, Off.Sup.II	301-689-4305		10/6/92	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY		
(DGS 550-1)		7LAND 20794	PAGE 12 OF 12		
DEFARTMENT/AGENCY UNIVERSITY OF MARYLAND SYSTEM	2. DIVISION FROSTBURG STATE UNIVERSITY		3. UNIT Admissions		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Admissions Records for Cancell	•		5. EARLIEST YEAR/LATEST YEAR 1987 TO 1988		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
All students taking graduate courses who are cancelled or become inactive.					
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
XX LETTER SIZE D MICROFILM	ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		THE DRAWER(S) UNICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)		
D LEGAL SIZE D COMPUTER TAPE					
BOUND BOOK DELOPPY DISK					
AUDIO TAPE U VIDEO TAPE			10. ANNUAL ACCUMULATION FILE DRAWER(S)		
OTHER(SPECIFY)					
			NUMBER COMPUTER TAPE(S)		
11. FILE IS USED			S INACTIVE AFTER		
XX DAILY WEEKLY	□ MONTHLY	2 D MONTH(S) YEAR(S)			
Room 228, Hitchins (Admission	¥	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (1F YES, SPECIFY AGENCY OR OFFICE) D YES XX NO			
	S XX NO	16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		O NONE EXSTATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED! (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) XX YES D NO On Vax computer.		Retain for 2 years or until all audit requirements have been fulfilled; then destroy.			
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER 301-689-4305		21. DATE		
Rhonda DiUbaldo, Off.Sup.II			10/6/92		
DGS 550-4 (REVISED 2/87)					
Fig. 7					